

Job Description Clinical Supervisor

Accountable to:	Deanery, Foundation/Speciality School, NHS Board
Reports to:	Director of Medical Education via Foundation Programme Director or Speciality Training Programme Director/College Tutor.
Tenure:	Indefinite, to be reviewed annually
Job Purpose:	A named clinical supervisor is a trainer who is responsible for overseeing a specified trainee's clinical work throughout a placement in a clinical or medical environment and is appropriately trained to do so. S/he will provide constructive feedback during that placement. S/he will lead on providing a review of the trainee's clinical or medical practice throughout the placement that will contribute to the educational supervisor's report on whether the trainee should progress to the next stage of their training.
Time allocation:	0.25 PAs within SPA per number of trainees supervised up to a maximum of 4 trainees and therefore 1PA

Key Requirements for Appointment:

- Current equality and diversity training.
- Evidence of induction to role.
- Evidence of training for role.
- A working knowledge of the curriculum the trainees are following and required workplace-based assessments (WPBAs).
- Time in job plan.

This evidence should be entered on SOAR and for new appointments who have not been appraised for role, by completion of form 1 (Recognition of Trainers: FORM 1 for INITIAL recognition (non-SOAR)).

New appointments will also be entered on Turas by the Medical Education Department Team to allow allocation of trainees.

Key Roles:

- Delivery of unit level appropriate teaching and training.
- Oversight of and support for a specified trainee's clinical work throughout a placement in a clinical or medical environment.
- Ensuring trainees function within competence.
- Involving trainees in audit, risk management and quality improvement.
- Ensuring access to educational opportunities.
- Provision of constructive and developmental feedback during the placement on a regular basis in trainee focused time.

- Ensures completion of WPBAs.
- Induction to the unit/department.
- Identification of poorly performing trainees to the educational supervisor.

Key Responsibilities

1. The clinical supervisor should ensure that s/he demonstrates the requirements for recognition of their named role including:
 - a. Current equality and diversity training.
 - b. Evidence of induction for role.
 - c. Evidence of training for role.
 - d. Ability to describe how and where to get support for trainees in difficulty.
 - e. A working knowledge of the curriculum your trainees are following and required workplace-based assessments.
 - f. Time in job plan.
2. The clinical supervisor should meet with the trainee during the first week of his/her placement in order to:
 - a. ensure that the trainee understands his/her responsibility for his/her own learning, the structure of the programme, the curriculum, the educational opportunities available, the assessment system and the relevant portfolio.
 - b. develop a learning agreement and educational objectives with the trainee which is mutually agreed and which will be the point of reference for future meetings to discuss progress.
 - c. establish a supportive relationship.
3. The clinical supervisor should meet with the trainee to carry out regular appraisals (generally at the beginning, mid-point and end of every placement). Before each meeting, (and if necessary after the meeting) the clinical supervisor should exchange information with those involved in the clinical supervision of the trainee and other key personnel with whom the trainee is working.
During each meeting:
 - a. progress against the learning plan and educational objectives should be reviewed.
 - b. the personal development plan and learning objectives should be updated if necessary.
 - c. the outcome of any workplace based assessments and the attendance at formal teaching events should be reviewed.
 - d. the trainee's portfolio should be reviewed to ensure that it is being maintained and developed by the trainee. **Note:** *The trainee has overall responsibility for ensuring that his/her portfolio is maintained and developed and that all relevant documentation is completed at the appropriate time and signed off where necessary*
 - e. the trainee's clinical performance and professionalism should be reviewed.
 - f. the trainee should be given honest but constructive feedback
 - g. the trainee should be given the opportunity to comment on his/her training and the support that is being provided. Any problems that are identified by the trainee should be discussed and a solution should be sought.

At the end of the placement a review of the trainee's clinical or medical practice throughout the placement will be created that will contribute to the educational supervisor's report.

4. If a trainee's clinical performance and/or professionalism is not reaching the required standard, the clinical supervisor should ensure that:
 - a. This is discussed with the trainee as soon after the problem is identified as possible and that a written record of the meeting is kept.
 - b. Remedial measures are put in place with clearly defined written objectives so that the trainee has the opportunity to correct any deficiencies.
 - c. The educational supervisor is made aware of these issues/concerns at an early stage.